

Atlantic Regional Local Human Rights Committee  
Meeting Minutes

- I. ***Date of Meeting:*** November 14, 2011
- II. ***Members Present:*** Valerie Guess, Chair; Karen Etheridge, Vice-Chair; Marilyn Copeland  
***Member Absent:*** Kiana Hargrove, RN
- III. ***Others Members Present:*** Reginald Daye, Regional Advocate; Renna Ebron, New Hope Family & Youth Relations; Sara Goddard, Divine Behavioral Services; Renata Brown, Rosezanne's Ark; Joann Reinhold, FACES Community Services; Adrianne Sears, FACES Community Services; Tracy Jarvis, Superior Community Services; Vimal Amin, Divine House; Sharon Davis, Harmony House; Marsha Simpkins, Peaceful Surrounding; Josue Desvarieux, Open Heart Services; Vicky Potts, Open Heart Services; Pauline Saint Ville, Open Heart Services; Daniel Brown, Oasis Counseling Center; Jonathan Gibbs, Pathways Developmental Services. ***\*All affiliated providers were represented at this meeting.***
- IV. ***Meeting called to order*** at 9:10 am by committee member, Ms. Karen Etheridge as a two-member subcommittee. Chairperson, Ms. Valerie Guess arrived at 9:45 am to provide a quorum. Prior to the establishment of a quorum of committee members, Mr. Daye's report was made, and affiliates gave their respective reports. After the establishment of a quorum, all other agenda items were addressed. The meeting was held at F.A.C.E.S. Community Services at 4041 Taylor Rd, Suite I, Chesapeake, VA 23321.
- V. ***Adoption of Agenda:*** The LHRC voted to adopt the meeting agenda with the following correction: F.A.C.E.S. Community Services will not be requesting affiliation for a new service on this date.
- VI. ***Approval of Minutes:*** The LHRC motioned, voted, and adopted the draft minutes submitted from the previous meeting on 8-8-11, with the following (2) corrections: 1) Under Section X: FACES Community Services--"Were restraints used?" changed from "Yes" to "No." 2) Under Section XIII: added correct Virginia Code number in reference to committee entering closed session.
- VII. ***Old Business:*** No old business was addressed.
- VIII. ***New Business:*** Mr. Daye informed the committee and affiliates present that there is now a new protocol in place for providers adding new locations for already existing services, per Margaret Walsh, State Human Rights Director, as of August 12, 2011. If a provider is licensed for a service and wants to open another site within the same region, it will already be considered

affiliated with the LHRC. The provider will need to send a letter to committee members, copying Mr. Daye and the assigned licensing specialist, indicating 1) location of site; 2) name of person running/managing office; 3) type of service provided; 4) rules of conduct; 5) statement that the new location falls under existing policies and procedures.

Mr. Daye reminded affiliates that the 4<sup>th</sup> quarter reports and annual reports are both due by **January 15, 2012**. He further advised not to confuse the annual human rights report with the provider's annual "seclusion and restraint reporting form" which providers must submit to the DBHDS January 15<sup>th</sup> each year.

Mr. Daye brought to the committee's and affiliates' attention that committee member, Danielle Gail has resigned from the committee due to securing employment that conflicts with our meeting schedule. The LHRC currently has a consumer vacancy that must be filled. An active consumer is defined as someone who has received MH or ID or SA services within the past five years. Mr. Daye advised that affiliates should begin soliciting for volunteers to fill the vacancy. We should be sure they are fully willing and able to perform duties of an LHRC member. Mr. Daye stated that having the vacancy unfilled for 6 months leads to the State Human Rights Committee becoming involved. If the LHRC carries a code mandated vacancy for one year, **the SHRC could dismantle the committee**. In this case, providers will be given a list of other local LHRCs and will have to go through the process of affiliating with a different one. This will be the responsibility of the provider to initiate and follow through on in order to remain in human rights compliance. The question was posed by an affiliate whether it was appropriate to advertise for the vacant position. Mr. Daye responded in the affirmative.

With regard to the new quarterly reporting format, Mr. Daye advised affiliates on the following when reporting an allegation of abuse/neglect or a complaint. A narrative of the incident should be attached to form when brought to the meeting. This narrative should be brought only to the meeting to be discussed in closed session. The description of the incident to be reviewed by the committee is not to be sent along with the report form to the committee members, Mr. Daye, or the liaison prior to the meeting due to the sensitive and confidential nature.

Mr. Daye advised that the current process in place for quarterly reporting is that copies must be sent by providers two weeks in advance of the meeting to all committee members, with a copy to Mr. Daye.

The committee members discussed the process and decided that they would prefer providers to refrain from sending reports prior to the meetings. The LHRC voted, motioned, and approved that providers would not have to send reports to them in advance of meetings, but would be expected to bring copies of reports for all committee members to the meetings. Mr. Daye stated that providers are still expected to send him a copy of reports prior to meetings.

IX. ***Financial Report: (Provider information only)*** Mr. Daniel Brown from Oasis Counseling Center submitted the financial report. It was reported that, as of November 1, 2011, the balance is \$3,000.00 with no expenses. No account activity was reported since the last report given on August 8, 2011. Mr. Brown stated that payment to those providers who were indicated at the May 2011 meeting as being due compensation, as well as committee members' compensation would be distributed at the next meeting. As affiliates agreed upon at the May 9, 2011 meeting, compensation will be rendered as follows:

- \$500.00 to FACES Community Services (hosting/facility provision)
- \$300.00 to Divine Behavioral Services (liaison duties)
- \$300.00 to New Hope Family & Youth Relations (liaison duties)
- \$300.00 to Pathways Developmental Services (liaison duties)
- \$150.00 to each committee member for gas/travel compensation

X. ***Provider Reports:***

***Divine Behavioral Services***

# of Clients served: 100

Serious Incidents: 0

Allegations of Abuse: 0

Complaints: 0

Restraints Used: 0

Are there any Program Changes: No

Are there any Additional Services: No

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***Divine House, LLC:***

# of Clients served: 5  
Serious Incidents: 0  
Allegations of Abuse: 0  
Complaints: 0  
Restraints Used: 0  
Are there any Program Changes: No  
Are there any Additional Services: No

***F.A.C.E.S. Community Services:***

# of Clients served: 24  
Serious Incidents: 0  
Allegations of Abuse: 1  
Complaints: 0  
Restraints Used: 0  
Are there any Program Changes: No  
Are there any Additional Services: No

***Harmony House:***

# of Clients served: 2  
Serious Incidents: 0  
Allegations of Abuse: 0  
Complaints: 0  
Restraints Used: 0  
Are there any Program Changes: No  
Are there any Additional Services: No

***New Hope Family & Youth Relations, Inc.:***

\*\* Presented to committee new location: 1814C Todds Lane, Hampton, VA 23666

# of Clients served: 9  
Serious Incidents: 0  
Allegations of Abuse: 0  
Complaints: 0  
Restraints Used: 0  
Are there any Program Changes: No  
Are there any Additional Services: No

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***Oasis Counseling Center:***

# of Clients served: 24

Serious Incidents: 0

Allegations of Abuse: 0

Complaints: 0

Restraints Used: 0

Are there any Program Changes: No

Are there any Additional Services: No

***Open Hearts Services, LLC:***

# of Clients served: 2

Serious Incidents: 0

Allegations of Abuse: 0

Complaints: 0

Restraints Used: 0

Are there any Program Changes: No

Are there any Additional Services: No

***Pathways Developmental Services, Inc.:***

\*\*Requested affiliation for new service: Outpatient Services. LHRC motioned and approved affiliation.

# of Clients served: 89

Serious Incidents: 0

Allegations of Abuse: 0

Complaints: 0

Restraints Used: 0

Are there any Program Changes: No

Are there any Additional Services: Yes – Granted conditional license to provide Therapeutic Day Treatment services (exp. 2-29-12)

***Peaceful Surrounding, LLC:***

# of Clients served: 4

Serious Incidents: 0

Allegations of Abuse: 0

Complaints: 0

Restraints Used: 0

Are there any Program Changes: No

Are there any Additional Services: No

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***Rosezanne's Ark, LLC:***

# of Clients served: 6

Serious Incidents: 0

Allegations of Abuse: No

Complaints: 0

Restraints Used: 0

Are there any Program Changes: No

Are there any Additional Services: No

***Superior Community Services, LLC:***

\*\*Provider is no longer opening site at 35 Albany Dr, Hampton, VA; for which affiliation was granted at previous meeting.

# of Clients served: 3

Serious Incidents: 0

Allegations of Abuse: 0

Complaints: 0

Restraints Used: 0

Are there any Program Changes: No

Are there any Additional Services: No

XI. ***Public Comment Period:*** There were no individuals who wished to address the committee during the public comment period.

XII. ***Future Meeting Location and Schedule:*** The committee members established the following dates for future meetings.

***Scheduled Meetings for 2012:***

- a. ***1/30/2012 @ 9:00am*** at F.A.C.E.S. Community Services located at 4041 Taylor Road, Chesapeake, Va. 23321 757-478-8814.
- b. ***4/30/2012 @ 9:00am*** at F.A.C.E.S. Community Services located at 4041 Taylor Road, Chesapeake, Va. 23321 757-478-8814

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- c. **7/30/2012 @ 9:00am** at F.A.C.E.S. Community Services located at 4041 Taylor Road, Chesapeake, Va. 23321 757-478-8814.
- d. **10/29/2012 @ 9:00am** at F.A.C.E.S. Community Services located at 4041 Taylor Road, Chesapeake, Va. 23321 757-478-8814.

XIII. ***Closed Session:*** 2.2-3711A (Entered Closed Session)

A motion was made and approved to go into closed session, per VA Code 2.2-3711A, to review the following: abuse/complaint/serious incident report for F.A.C.E.S. Community Services.

The LHRC then voted to come out of closed session. Upon entering into open session, each member certified that only the above noted items were discussed while in closed session.

There were no recommendations.

XIV. Mr. Daye conducted the annual Freedom of Information Act training for LHRC members.

XV. ***Adjournments:*** Meeting was adjourned at 12:15 pm.